ABOUT VIETNAM TEST ARV DISPENSING TOOL

Version 1.2

Purpose of the RPMPlus PEPFAR Access Site-Level DMIS.

The principal purpose is to enable Provincial Pharmaceutical Departments and their ARV/OI Treatment and Care service delivery site partners to place orders, track inventory, and plan, monitor, and account for the proper distribution and site-level as well as client/patient-level use of drugs and related commodities for anti-retroviral (ARV) and opportunistic infections (OI) treatment and care in accordance with the Government of Vietnam National Strategy and Protocols, the rules and regulations of the US Government (USAID and PEPFAR), and the requirements of USG Cooperative Agreement implementing agencies and their GoV, NGO, and international donor/lender agency partners at central, provincial, and district levels, including service delivery sites.

In addition, reports and analyses of data and forecasts from the DMIS will be disseminated through appropriate media and forums to those who need this information.

Contents

1. Getting Started

1.1. Welcome to ARV dispensing tool

ARV dispensing tool is the easy-to-use program that lets anyone who have a responsibility to manage drug information for Pharmaceutical management. This program developed by RMP plus program of management Sciences for Health with support from USAID.

VIETNAM TEST ARV DISPENSING Ver1.2 is Health facility Level Drug management System, which will be demonstrated to ployed in stakeholders in four venues for the six provinces in which MSH RPMPlus is working (Hanoi, Ho Chi Minh City, Hai Phong + Quang Ninh, and Cantho + Angiang).

ARV dispensing tool works as an Embedded program running on Microsoft Access program, which is a part of Microsoft Office. You can run this program if your computer had already installed Microsoft Access.

1.2. Installing ARV dispensing tool

Before you can run VIETNAM TEST ARV DISPENSING Ver1.2 you must install it by placing all files in dedicated folder. *C:\ARVDatabase_1.2Vietnam*.

For running the program in Vietnamese language, you must install Vietnamese Keyboard (Vietkey or Unikey).

Note: *This program can work on Windows Operation System (windows 2000 or windows XP) and Microsoft Access (Microsoft Office 2000, 2003).*

You can create shortcut on desktop for quick access.

To read Vietnamese language in Vietnam help file, your windows OS must support Unicode fonts (Time new Roman).

1.3 Getting Help

ARV dispensing tool offers help files and help documents. There are several ways to access the help system:

View Tutorial displays a quick tutorial on operating with *ARV dispensing tool*. It covers the basics to help get you up and running fast**.**

Contents display the Help table of contents. Double clicking on any of the underlined items takes you to the screen for that topic.

Index presents the index to the Help system. If you start to type the name of the subject you are looking for, the scrolling list of topics will show any words that match.

Using quick Help explains the use of the Vietnam Test ARV dispensing tool v1.2.

Open the PDF User's Guide opens the full User's Guide in PDF (Adobe Acrobat) format.

NOTE: To open PDF files, you need the free Adobe Acrobat Reader installed on your system. To download it, visit http://www.adobe.com.

1.4 Launching Program

To run program, you can use one of three ways:

a, The first way (figure No1)

Step 1: Click left mouse button on "my computer" Icon.

Step 2: In "my computer" windows, access to folder:

C:\\ ARVDatabase_1.2Vietnam.

Step 3: double-click left mouse button on ARVDispensingDatabase.mdb file.
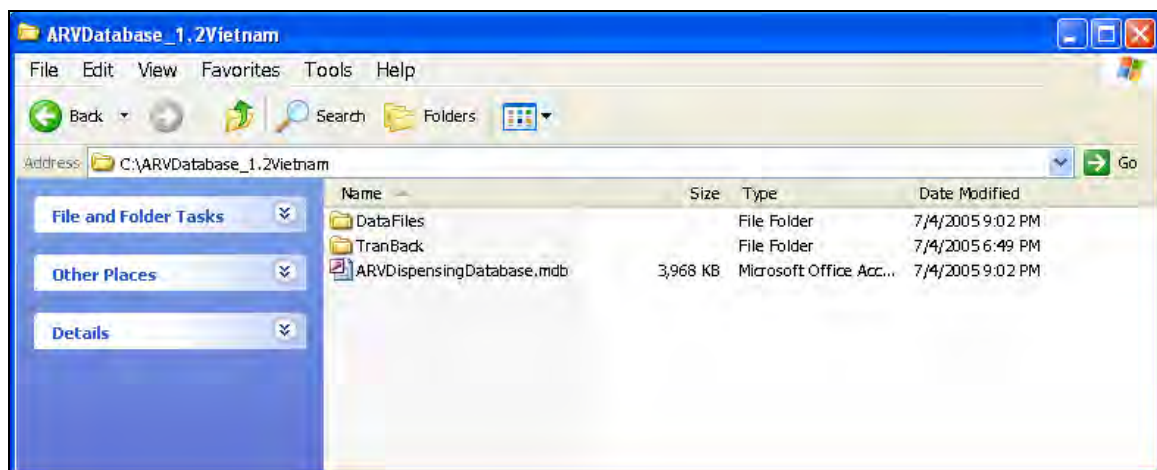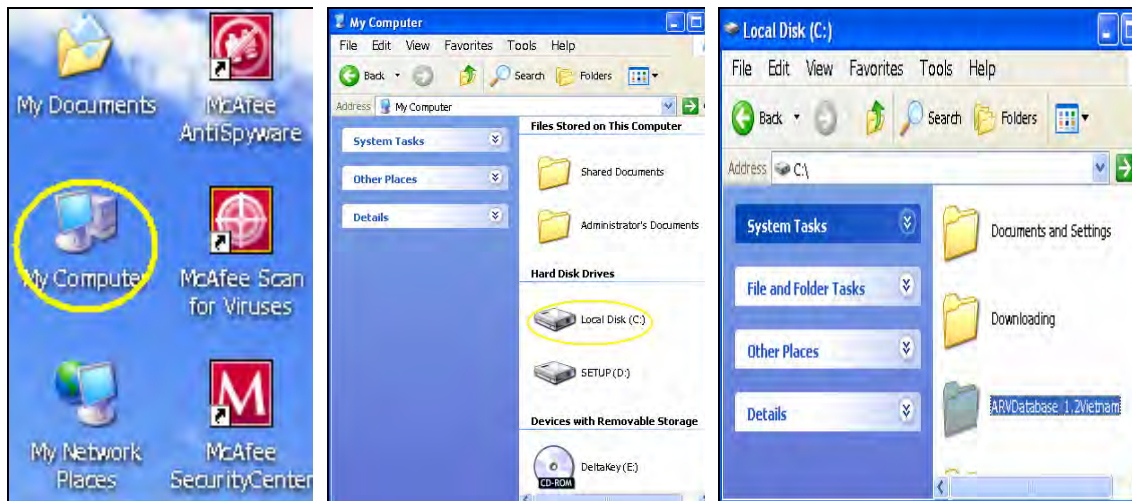
Figure 1: Launching program in first way

b, The second way. (figure 2)

Step 1: Click left mouse button on "start" button in lower left corner of Screen desktop.

Step 2: Finding "RUN" task and click on it.

Step 3: Typing the path of folder containing program (C:\\ ARVDatabase_1.2Vietnam) then press "OK" button.

Step 4: double-click left mouse on ARVDispensingDatabase.mdb file.

Step No1 and No2
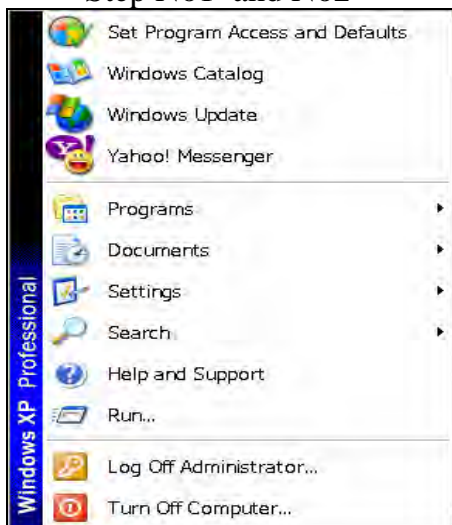
Step No3

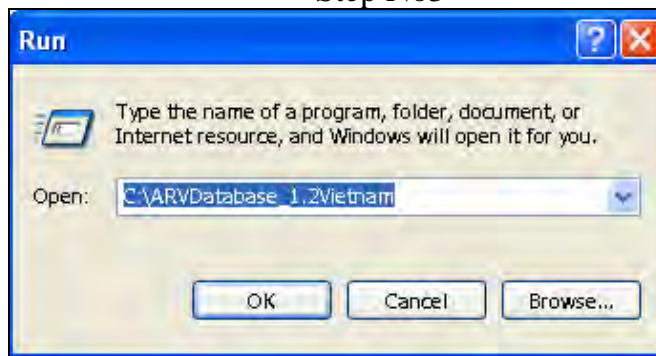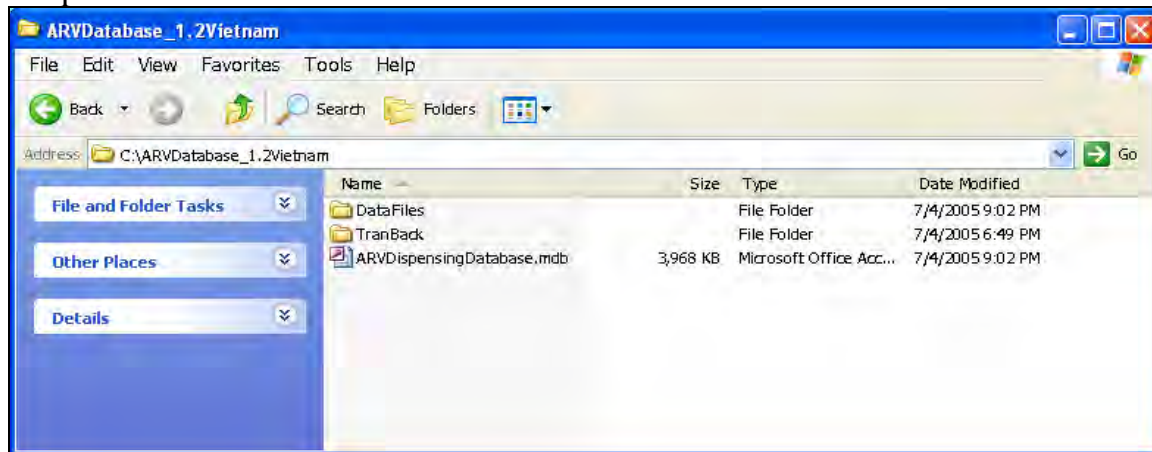Step No4

Figure 2: Launching program in second way

c, The third way. *(After making shortcut on Destop) (figure 3)*

Double left mouse click on Icon on Desktop.

Figure 3: Launching program in third way

2. ARV Dispensing Tool v1.2 Vietnam Tutorial

2.1 How to Entry in Vietnamese Language?

In some sheets or tables, Patient's Name must be entered in Vietnamese Language. Before you use this function you must init Vietnamese keyboard (example :Vietkey or Unikey). You can choose Telex typing or VNI typing direct from Vietnamese keyboard program.

Note: Choosing font type "Time New Roman" when using Unicode function.

Some basis typing rules are described below: (Telex Typing)

- f	= huyền
- s	= Sắc
- r	= Hỏi
- x	= ngã
- j	= Nặng
- aa	= â
- aw	= ă
- ee	= ê
- oo	= ô
- w, uw, [	= ư
- ow,]	= ơ
- dd	= đ
- z	= xoá dấu

Loop typing.

- ddd	= dd
- ooo	= oo
- eee	= ee
- [[	= [
-]]	=]

VNI typing:
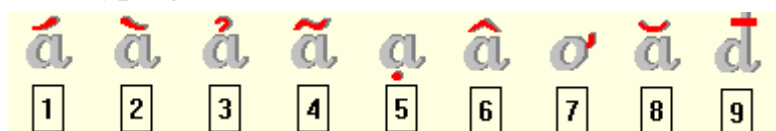
Thought number keys, you can type specific characters in Vietnamese language.

2.2. Asking user ID and Password

When starting the program, you will be asked about authorization to access ARV dispensing tool. You must enter your ID and password exactly to continue working.

2.3. Main menu of ART Program Version 1.2

After you enter your ID and your Password, Main menu of the program will be appeared on screen (figure 4). Main menu was designed very simple to access any function on it by clicking on *Function buttons*.

Main menu divided three parts to use, you can recognize two areas using for Patient and Drug management, and some options and settings are placed on the right menu.
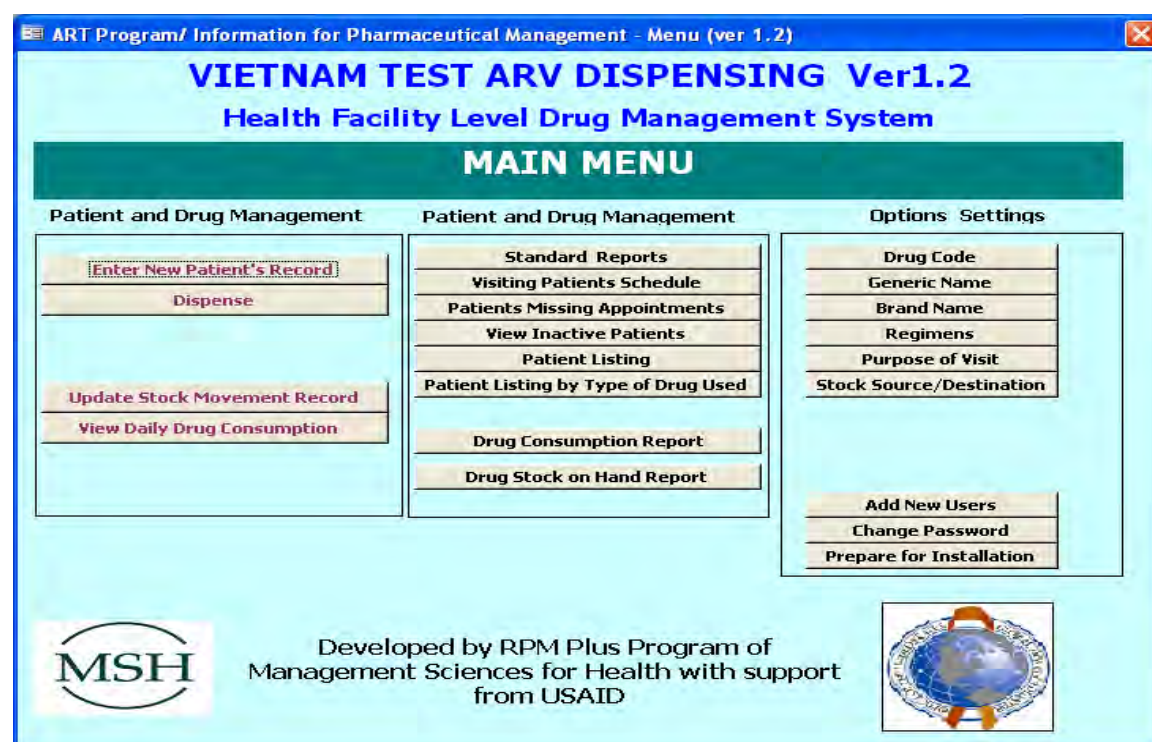

Figure 4: Main menu of ART program/information for Pharmaceutical Management

2.4. The Access Menu Bar

When you are running ARV dispensing Tool you don't need use any function of menu bar on upper windows screen, this function uses for Access program only. (figure 5)
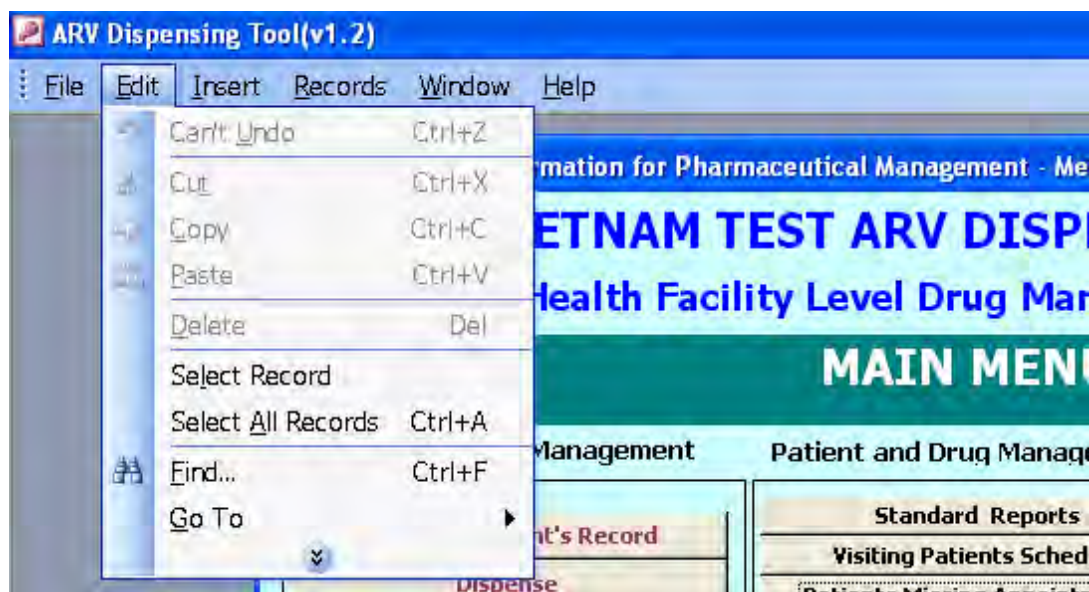
Figure 5: Access Menu bar

Function buttons: ARV Dispensing Tool designed many function buttons, which use to access, close, and confirm the actions you do. Depend on your scenario you will have a expected result.

Selecting function on main menu (opening new window)

A new window will appear when you start program and click on any *function button* in main menu. When you choose to access a sub menu, you will see a new window, which allows to you to operate on current window.

Exiting ARV dispensing Tool: You can exit ARV dispensing Tool by using the Exit window function thought click on the Close button (X) at the upper right corner of the program window. Before quitting the program, you make sure that all data that have been changed correctly.

2.5 Entering new patient's Record with ARV dispensing Tool

When you choose Enter new patient's record in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see New *ART Patient information Entry* window, you can edit all Patient information on this screen. All data you enter in this window is very important to save information of patients will be used in ARV dispensing Tool.

New ART Patient Information Entry window: This window allows you to select and set new patient's information. (figure 6).

Patient ID : This field allows to you identify patients by numbering plan, it is useful to save in database of ARV dispensing tool.

Date : Displaying current date.

Date started: Setting date to manage, it will be made quickly by using show calendar button on right field.

First name, surname and sex : basic information patient, you can type in Vietnamese language.

Age (yrs), Wgt (kg) and BSA (msg) : basic information patient, you must chose metric measurement unit correctly.

Supported by: the organization support to patient, you can choose from the list in sub window.

Type of Service: Identifying the protocols and drugs, you can choose from the list in sub window.

Contact address: Added patient information, you can type any characters to identify patient.

Figure 6: New ART patient information Entry window

Current status: Choosing current status of patient, you can choose from the list in sub window.

Other Disease Conditions: You can add more information of patient in progress.

Other drugs: More information of other drugs, you can type the name of drugs and extra information of drugs.

ADR/side effects: more information about side effects, you can type any character to explain.

Save and Exit button : When you finish all works in this window, you press left mouse button on Save and Exit to close *New ARV Patient information Entry* window, All data will be saved then you can return to **Main menu**.(figure 4).

Exiting new ARV patient information Entry window: You can exit *New ARV Patient information Entry* by using the Exit window function thought click on the Close button (X) at the upper right corner of the window.

2.6 Open Dispense with ARV dispensing Tool

When you choose Dispense in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see **ARV Drug information Entry/View** window, you can view and edit all drug information on this screen. All data you modify in this window is very important to save information of patients will be used in ARV dispensing Tool.

Patient information sheet divided two part, you can use scroll middle mouse to view patient information and dispensing detail in table on lower window. (figure 7).

Figure 7: ARV Drug information Entry/view window

All data you view on this window loaded from database of ARV dispensing tool, you can modify it by using Edit button.

Edit button: This is function button, when you click on it new window will appear, you make sure that you want to modify data corresponding with Patient ID on this screen.

This screen like Enter new patient's record window, you can do with all fields in patient information Editing the same manner.

Exiting new ARV drug information Entry/view window:*You can exit* ARV drug information Entry/view window *by using the Exit window function thought click on the Close button (X) at the upper right corner of the window.*

Days to next Appt: You can set days to visit patient.

Date to Next Appt: You can set date to visit Patient.

Figure 8: New ART patient information Edit

Save and Exit button (in New ART Patient Information Edit) : When you finish all works in this window, you press left mouse button on Save and Exit to close *New ARV Patient information Edit* window (figure 8), All data will be saved then you can return to ***ARVdrug information Entry/View***.

Mark Delete button: This button use to erase patient information sheet and all data related to patient, the program will give you dialog window to ensure your decide.

Pop-up window: After pressing on mark delete button, pop-up window will appear to remind you confirm your work. You can chose yes or no to confirm your action.

 Note : You can cancel your decide by clicking on the Close button (X) at upper right corner of window .
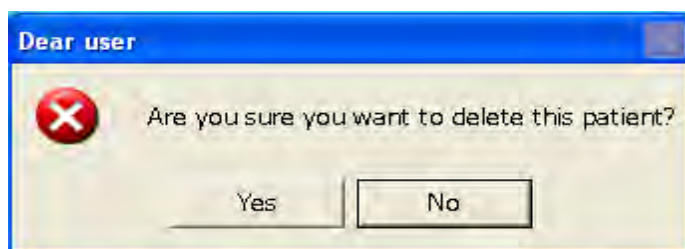

Figure 9: Pop up window to confirm your action

First patient Button : this is function button, which use to show patient placing first order in database record.

Prev patient Button : this is function button, which use to show previous patient order in database record.

Next patient Button : this is function button, which use to show next patient order in database record.

Last patient Button : this is function button, which use to show patient placing last order in database record.

Find patient Button : this is function button, you can use it to find any patient in record. If you use this function you can find any information on record by keyword. This is function of Microsoft access.

Dispense Button (in *ARV drug information Entry/View):* This is function button, when you want to set drug dispensing to patient you can click on this button. New window will be appear with the name *"dispensing drugs"*. (figure 10).

Figure 10: Dispensing drugs window

Dispensing Drugs window: On this window, you can set all drug dispensing to patient, include name of drug, unit, dose, duration, in stock, quantity, brand name, indication and comment.

Save and Exit button (in Dispensing Drugs window) : When you finish all works in this window, you press left mouse button on Save and Exit to close *Dispensing drugs* window, All data will be saved then you can return to *ARV drug information Entry/View*.

Exiting Dispensing drugs window : you can cancel your deciding by clicking on the Close button (X) at upper right corner of window, all date will not be saved.

Edit Button (in *ARV drug information Entry/View):* When you want to edit dispensed drugs you must press left mouse on Edit button. New window will

appear on your screen, so that you can view or modify some function field in this window.

Edit Dispensed Drugs window: This window allows you to set some parameters in Patient drug history Editing area. You can chose Save and exit function button to save your data and turn to *ARV drug information Entry/View window.*

Save and Exit button (in Edit Dispensed Drugs window) : When you finish all works in this window, you press left mouse button on Save and Exit to close *Edit dispensing Drugs window*, All data will be saved then you can return to *ARV drug information Entry/View*.

Figure 11: Edit dispensed drugs window

Delete button: This button use to erase patient drug history. Pop-up window will appear to announce your action.

Exiting Edit dispensed drugs window : you can cancel your deciding by clicking on the Close button (X) at upper right corner of window, all date will not be saved.

2.7 Update Stock Movement Record with ARV dispensing Tool

When you choose Update stock movement Record in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see ***ARV Drugs stock management information Entry/View*** window, you can view and enter transaction all drug information on this screen. All data in this window will be saved in database of ARV dispensing Tool.

ARV Drugs stock management information Entry/View window: This window allows you to view stock movement following many aspects include: date, transaction type, source, destination quantity, and operator.

Date on screen : Show current date.

Figure 12: ARV drugs stock management information Entry/View window.

First drug button: This is function button, which use to show first drug in table.

Prev drug button: This is function button, which use to show previous drug in table comparing with position of pointer.

Next drug button: This is function button, which use to show next drug in table comparing with position of pointer.

Last drug button: This is function button, which use to show last drug in table.

Find Drug Button : This is function button, you can use it to find any information in record by keyword. This is function of Microsoft access.

Enter Transaction button: This is function button, you can use it to enter new transaction, When you click on this button, ***Drug movement Entry window*** will appear.

Drug movement Entry window: This window allows you to set parameters to your stock movement table, some parameters can be selected from ***drop menu***. (figure 13).
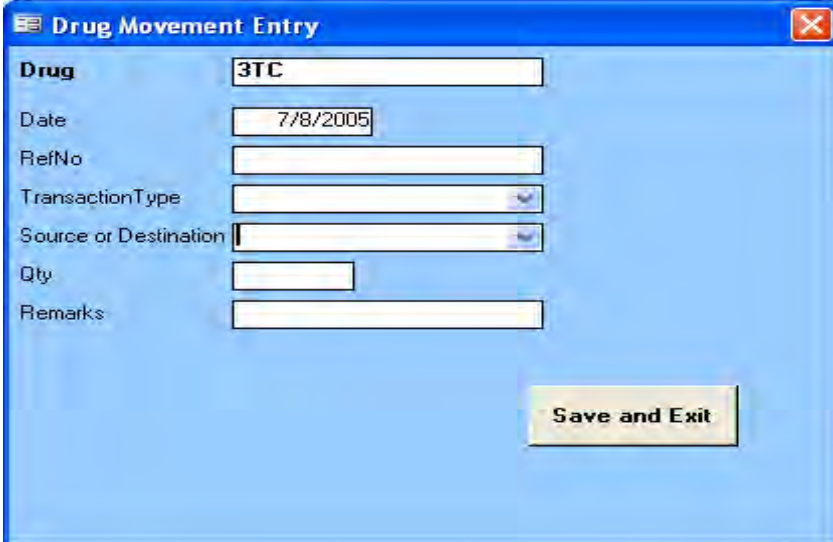
Figure 13: Drug movement Entry window

Save and Exit button (***in Drug movement Entry window***) ***:*** When you finish all works in this window, you press left mouse button on Save and Exit to close ***Drug movement Entry window***, All data will be saved then you can return to ***ARV Drugs stock management information Entry/View window.***

Note : You can cancel your decide by clicking on the Close button (X) at upper right corner of window .

2.8 Daily Dispensing View with ARV dispensing Tool

When you choose Daily dispensing view in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see **Daily dispensing view** window as a new window. (figure 14).

Daily dispensing view window: This window allows you to view List of drug dispensed by date. You can move to your scroll mouse button or use scroll bar on the right table to see any record in table.

Exiting Daily dispensing view window: you can exit daily dispensing view window by clicking on the Close button (X) at upper right corner of window.

Figure 14: Drug movement Entry window

2.9 Opening Standard Reports with ARV dispensing Tool

When you choose standard reports function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see **Year and Month selection for report Generation** window as a new window. (figure 15).
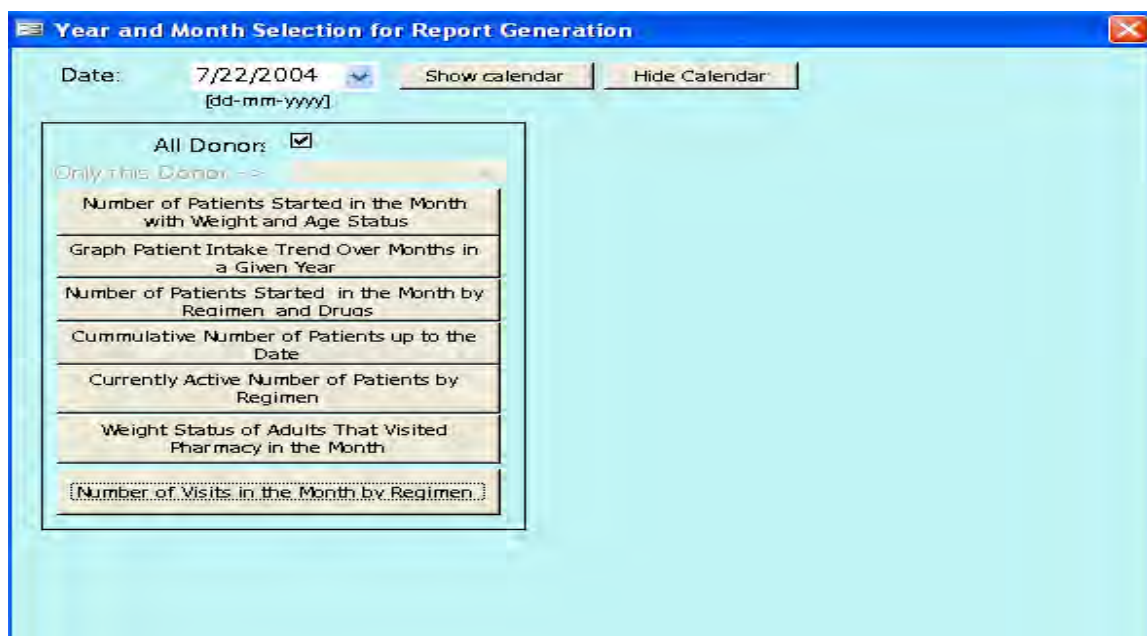
Figure 15: Year and Month selection for report generation window

Year and Month selection for report Generation window : This windows allows you generate reports following date and describing in many aspects.

Number of patients started in the Month with Weight and Age status button: When you click on this button standard report as a table will appear on your screen.

Graph Patient Intake trend over months in a given year: When you click on this button new window will appear as a graph, you can see the number of patients in the month you choose.

Note: You can select date/month/year from calendar window.

Number of patients started in the Month with regimen and drugs button: When you click on this button, the standard report as a table will appear on your screen. It will show ART patient started by regimen and drugs during this month you selected.

Cumulative number of patients up to the date button: When you click on this button, the standard report as a table will appear on your screen. It will show cumulative number of ART patient by current status.

Current Active number of patients by regimen button: When you click on this button, the standard report as a table will appear on your screen. It will show currently active number of patients by regimen during this month you selected.

Weight status Adults that visited Pharmacy in the month button: When you click on this button, the standard report as a table will appear on your screen. It will show weight status of patients who visited pharmacy in the month you selected.

Number of visits in the Month by regimen button: When you click on this button, the standard report as a table will appear on your screen. It will show number of visits to pharmacy by regimen and drugs during this month you selected.

Exiting Year and Month selection for report Generation window : you can exit *Year and Month selection for report Generation window* by clicking on the Close button (X) at upper right corner of window.

2.10 Visiting Patients schedule with ARV dispensing Tool

When you choose Visiting patients schedule function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see **List of clients visiting on given date window** as a new window. (figure 16).

List of clients visiting on given date window: This window allows you to see *list patients Appointed to visit on the selected date*. You can set date thought *calendar button*.

List patients Appointed to visit on the selected date button: This is function button, when you click on this button, a new window will appear to show patients visit on this date you choose.

Figure 16: List of clients visiting on given date

Exiting List of clients visiting on given date window : you can exit **List of clients visiting on given date window** by clicking on the Close button (X) at upper right corner of window.

2.11 Seeing Patients missing appointments with ARV dispensing Tool

When you choose patients missing appointments function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *standard report,* in which you can view patients who did not report on appointed date.

2.12. Viewing inactive patients with ARV dispensing Tool

When you choose view inactive patients function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *standard report,* in which you can view all inactive patients.

2.13 Seeing Patients listing with ARV dispensing Tool

When you choose patients listing function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see a new window as a *list of patient by funding support* window. (figure 17)

List of patient by funding support window: You can select organization supporting to patients and display list of patients in new window.

List of patients by funding support button: when you click on this button, a standard report will appear.
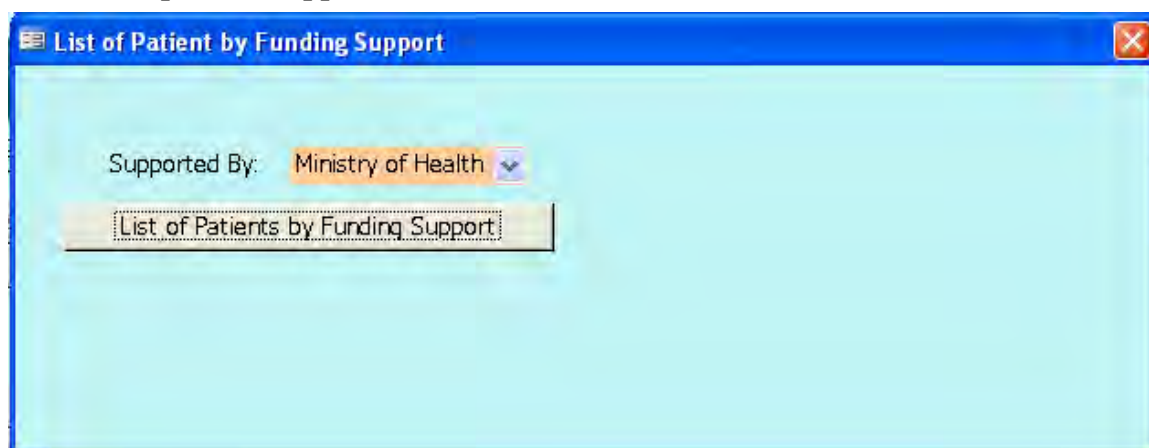

Figure 17: List of patient by funding support window

Exiting List of patients by funding support window : you can exit **List of patients by funding support window** by clicking on the Close button (X) at upper right corner of window.

2.14. Seeing Patients listing by type of drugs used with ARV dispensing Tool

When you choose patients listing by type of drugs used function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see a new window as a **patients listing by type of drugs used** window. (figure 18)
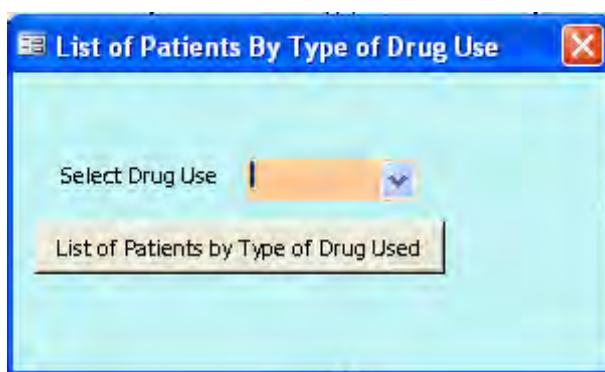
Figure 18: List of patients by type of drug Use

Patients listing by type of drugs used window: You can select drug use and display list of patients used drugs in new window.

List of patients by type of drugs used button: when you click on this button, a standard report will appear.

Exiting Patients listing by type of drugs used window : you can exit **Patients listing by type of drugs used window** by clicking on the Close button (X) at upper right corner of window.

2.15 Seeing Drug consumptions Report with ARV dispensing Tool

When you choose Drug consumptions report function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see a new window as a *Year and month selection for report generation* window. (figure 19)
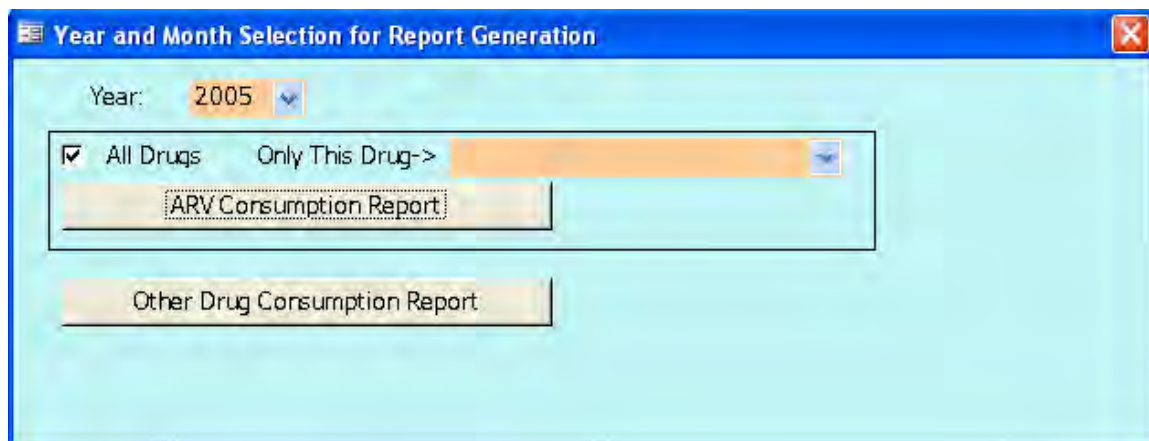
Figure 19: Year and Month selection for report generation window

ARV consumption report button: when you click on this button, a standard report will appear.

Other Drug consumption report button: when you click on this button, a standard report will appear.

Exiting Year and month selection for report generation window : you can exit *Year and month selection for report generation window* by clicking on the Close button (X) at upper right corner of window.

2.16. Seeing drug stock on hand report with ARV dispensing Tool

When you choose viewing drug stock on hand report function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see **standard report,** in which you can view all drug stock on hand report.

2.17. Entering drug code with ARV dispensing Tool

When you choose drug code function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a* **Enter drug code** *window.* (Figure 20)

Figure 20: Enter drug code window

Enter drug code window: This window contains some function fields, you can enter Drug ID, unit, safety quantity, generic name, supported by, drug other than ARV, comments and standard dispensing information.

First drug button: This is function button, which use to show first drug in database.

Prev drug button: This is function button, which use to show previous drug in database.

Next drug button: This is function button, which use to show next drug in database.

Last drug button: This is function button, which use to show last drug in database.

Find Drug button: This is function button, you can use it to find any information in record by keyword. This is function of Microsoft access.

Save drug button: After modifying your database on enter drug code window, you must save all data you entered to database by clicking on this button.

Add new drug button: This is function button, you can use it to enter new drug, When you click on this button, *Enter drug code window* will appear again with clear data.

Exiting Enter drug code window: you can exit *Enter drug code window* by clicking on the Close button (X) at upper right corner of window.

2.18. Entering generic name with ARV dispensing Tool

When you choose generic name function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a* ***Enter generic name*** *window.* (figure 21)

Figure 21: Enter generic name window

Enter generic name window: This window contains two function fields, you can edit generic name of drug in the right column.

Exiting Enter generic name window: you can exit ***Enter generic name window*** by clicking on the Close button (X) at upper right corner of window.

2.19. Entering Brand name with ARV dispensing Tool

When you choose brand name function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a **Enter brand name** window.* (figure 22)
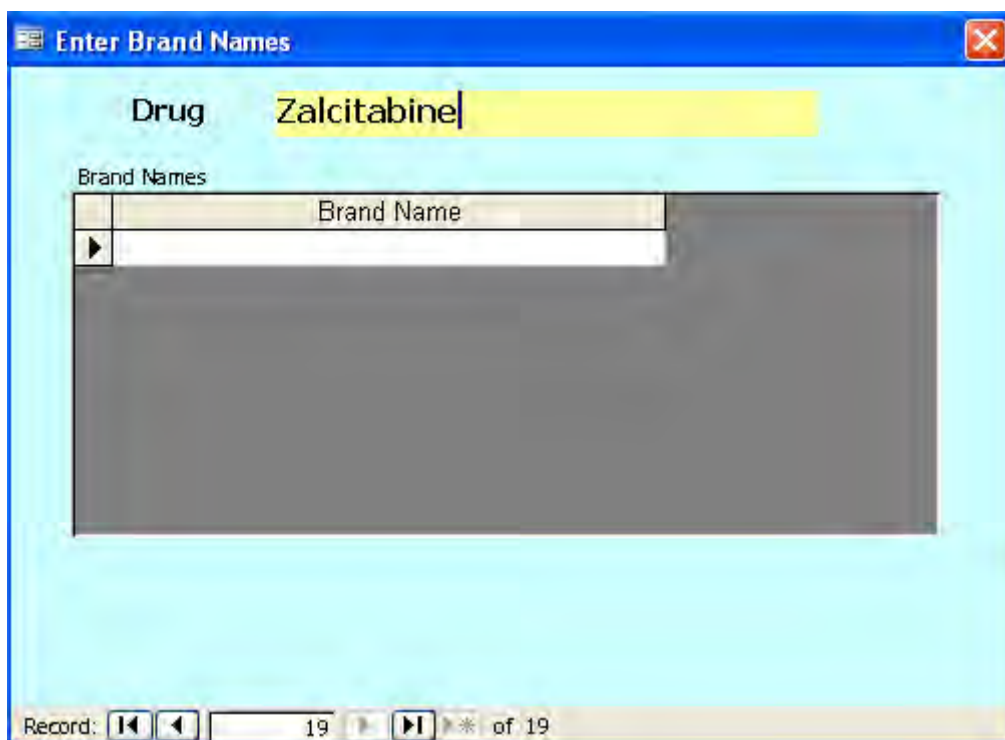
Figure 22: Enter brand names window

Enter brand name window: This window contains two function fields, you can edit brand name of drug in the table. To select drug name you can use mouse clicking on record field.

Note: Every character you type on table will be saved automatically.

Exiting Enter brand name window: you can exit **Enter brand name window** by clicking on the Close button (X) at upper right corner of window. You will return to **Main menu**.

2.20. Entering Regimen with ARV dispensing Tool

When you choose regimen function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a **Enter regimen** window*. (figure 23).


Figure 23: Enter regimen window

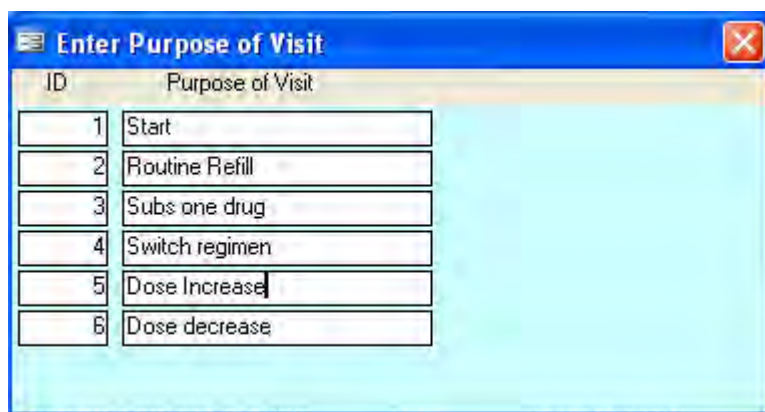**Enter regimen window:** This window contains two function fields, you can edit regimen description in the table, Further you can add your Remark in second column.

Note: Every character you type on table will be saved automatically.

Exiting Enter regimen window: you can exit **Enter regimen window** by clicking on the Close button (X) at upper right corner of window. You will return to **Main menu**.

2.21. Entering Purpose of visit with ARV dispensing Tool

When you choose purpose of visit function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a* **Enter purpose of visit** *window.* (figure 24)

Figure 24: Enter purpose of visit window

Enter purpose of visit window: This window contains two function fields, you can edit purpose of visit in the second column.

Note: Every character you type on table will be saved automatically.

Exiting Enter purpose of visit window: you can exit **Enter purpose of visit window** by clicking on the Close button (X) at upper right corner of window. You will return to **Main menu**.

2.22. Entering Stock source/destination with ARV dispensing Tool

When you choose purpose of visit function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a* **Enter/change stock source and destination** *window.* (figure 25)

Figure 25: Enter/change stock source/destination window

Enter/change stock source and destination window: This window allows you enter or change source and destination of stock to manage drugs.

Note: Every character you type on table will be saved automatically.

Exiting Enter/change stock source and destination window: you can exit **Enter/change stock source and destination window** by clicking on the Close button (X) at upper right corner of window. You will return to **Main menu**.

3. Options and Settings

3.1. Add new users with ARV dispensing Tool

When you choose add new users function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a Add new users window.* (figure 26)

Figure 26: Add new users window

Add new users window: This window divides in two parts, left panel use for authorizing user and right panel use for new user.

Note: You must sign in as a authorizing user, then you can add new user.

Sign in button: This is function button, when you entered your user ID and your password you must click on sign in button. ART program will examine your action.

Save button: This is function button, when you entered new name, new user ID and new password you must click on save button. ART program will examine your action. You can restrict access from new user by choosing access level.

Another button: This button allows you to create another user.

Exiting Add new user window: you can exit **Add new user window** by clicking on the Close button (X) at upper right corner of window. You will return to *Main menu*.

3.2. Changing Password with ARV dispensing Tool

When you choose change password function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a* **Change password** *window*. (figure 27)

Figure 27: Change password window

Change password window: This window allows you change password.

Note: You must remember your ID and your old password.

Change password button: This is function button, when you entered your user ID, your password , new password and confirm new password you must click on **change password** button. ART program will examine your action.

 Exiting change password window: you can exit **Change password window** by clicking on the Close button (X) at upper right corner of window. You will return to **Main menu**.

3.3. Preparing for Installation with ARV dispensing Tool

When you choose prepare for installation function in ARV dispensing Tool, it means you choose *Selecting function on main menu*, you will see *a new window as a* **prepare for installation in a new site** *window.* (figure 28).
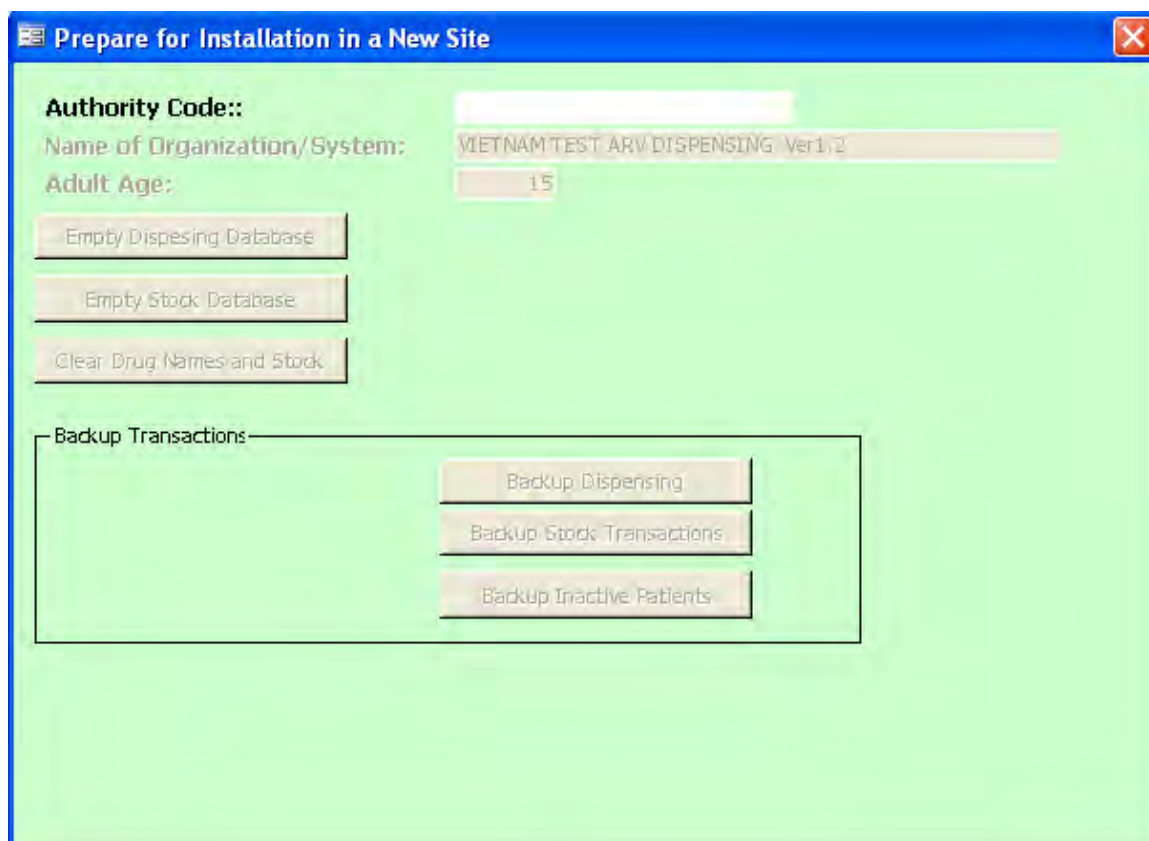

Figure28: Prepare for installation in a new site window

Prepare for installation in a new site window: This function uses for authorizing user only. You must enter Authority code to access rest of function buttons.

 Note: Be careful of your action.

Empty Dispensing Database button: This is function button, when you want to clear all of dispensing database you can use *Empty Dispensing Database button.*

Empty stock Database button: This is function button, when you want to clear all of stock database you can use *Empty stock Database button.*

Clear Drug name and stock button: This is function button, when you want to clear all of drug name and stock database you can use *Empty drug name and stock Database button.*

Backup Dispensing Database button: This is function button, when you want to backup all of dispensing database you can use *Backup Dispensing Database button.*

Backup stock transactions button: This is function button, when you want to backup all of stock transactions database you can use *Backup stock transactions button.*

Backup inactive patients button: This is function button, when you want to backup all of inactive patients database you can use *backup inactive patients button.*

Exiting Prepare for installation in a new site window: you can exit ***Prepare for installation in a new site window*** by clicking on the Close button (X) at upper right corner of window. You will return to ***Main menu***.

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